

Message Text

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PAGE 01 GENEVA 00911 131721Z

51

ACTION OIC-04

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P 131658Z FEB 74

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TO SECSTATE WASHDC PRIORITY 3969

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FOR IO/EX MENTER; IO/OIC JACKSON

E.O. 11652: NA

TAGS: OCON

SUBJ: ADMINISTRATIVE SUPPORT ARRANGEMENTS HUMANITARIAN
LAW, FEBRUARY 20- MARCH 29,1974

THE FOLLOWING DESCRIBES SPACE AND OTHER ADMINISTRATIVE SUPPORT
ARRANGEMENTS FOR THE HUMANITARIAN LAW CONFERENCE FOR THE PERIOD
FEBRUARY 20 TO MARCH 29.

SPACE

HOTEL INTERCONTINENTAL

TELEPHONE 022-34-60-91 9, PETIT SACONNEX
ROOMS 304,5,6,7,8,10,11,AND 12 ASSIGNED TO DELEGATION,
EXCLUSIVE OF SECRETARIES. ROOM 311 SET UP FOR HEAD OF DELEGA-
TION. ALL OTHER ROOMS CONTAIN THREE DESKS. SPECIFIC ROOM
ASSIGNMENTS TO BE MADE IN ACCORDANCE WITH DESIRES OF HEAD OF
DELEGATION AFTER HIS ARRIVAL.

ROOM 313 WILL BE USED BY SECRETARIES ASSIGNED TO HUMANITARIAN
LAW AND NARCOTICS CONFERENCES. WILL CONTAIN TWO SAFES FOR
CLASSIFIED MATERIAL PLUS XEROX MACHINE.

STAFF MEETINGS -- MISSION HAS RESERVED SPACE (EXCEPT FOR TUESDAYS)
FROM 8:30 TO
9:45 A.M. IN ITS 5 TH FLOOR CONFERENCE ROOM FOR DELEGATION'S
STAFF MEETINGS. SINCE MOST MEMBERS OF DELEGATION STAYING AT
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PAGE 02 GENEVA 00911 131721Z

HOTELS LOCATED IN CLOSE PROXIMITY TO MISSION, THIS SHOULD

PROVIDE A CONVENIENT MEETING PLACE PLUS OPPORTUNITY TO RECEIVE MORNING TELEGRAPHIC TRAFFIC.

TELEPHONES

ALL ROOMS HAVE HOTEL TELEPHONE INSTRUMENTS PERMITTING PLACEMENT OF LOCAL CALLS. SECRETARIES WILL BE ABLE TO TRANSFER CALLS. A MISSION EXTENSION AND TWO MISSION INSTRUMENTS WILL BE INSTALLED TO PERMIT USE OF LONDON TOLL FACILITY FROM CONFERENCE SUITE. ONE INSTRUMENT WILL BE IN OFFICE ASSIGNED TO SECRETARIES AND THE OTHER INSTRUMENT IN A ROOM WHERE IT CAN BE USED BY MEMBERS OF BOTH HUMANITARIAN LAW AND NARCOTICS DELEGATIONS.

SPACE FOR FEB. 18-19 MEETING CONSULTATIONS ON LAW OF WAR:

APPROXIMATELY 50-75 PARTICIPANTS EXPECTED FOR THESE MEETINGS. MISSION UNABLE TO ACCOMMODATE GROUP THIS SIZE WITHIN EXISTING FACILITIES. CONFERENCE ROOM WITH CAPACITY UP TO 100 BOOKED AT INTERCONTINENTAL FEB. 18 AND 19 AT COST OF SFR. 700 OR \$218.75 PER DAY, ALL CHARGES INCLUDED. THIS IS A HERETOFORE UNBUDGETED ITEM. PLEASE PROVIDE FISCAL DATA AND AUTHORIZATION. WEO MISSIONS INFORMED OF CHANGE IN VENUE FOR CONSTULATION MEETINGS. TRANSPORTATION

MISSION PROVIDING TWO SEDANS FROM 2/18 PLUS DRIVERS AND ONE MINIBUS (CD-31) PLUS DRIVER FROM 2/20.

GENERAL

MEMBERS OF DELEGATION SHOULD REPORT DIRECTLY TO HOTEL ON MONDAY, FEBRUARY 18 WHERE MISSION CONTROL OFFICER AND SECRETARY WILL BE ON DUTY. MISSION WILL BE CLOSED ON MONDAY EXCEPT FOR SNACK BAR, WHERE BREAKFAST AND LUNCH WILL BE SERVED. PLEASE PROVIDE NAMES OF SECRETARIES TDY'S TO CONFERENCE.DALE

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